

**GS-1101**

**General Business and Industry Series  
Two-Grade Interval Positions**

**GS-1101**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions." Positions for which individual occupational requirements have been established are identified separately.*

**GS-1101**

**International Trade Analyst  
U.S. International Trade Commission**

**GS-1101**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—business administration, economics, marketing, business or international law, finance, industrial management, international trade/relations, or other fields directly related to the position.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Technical, professional, or investigative experience related to commerce, industry, a commodity or commodities, or related activities.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated the ability to perform the functions of the position to be filled and that provided requisite knowledge of:

- The production of goods and services in international trade.
- The technical and economic factors influencing international trade and competitiveness.
- Commodity and trade data collection methods and analytical techniques.
- U.S. trade laws, agreements, and policies regulating international commerce.

**GS-1101**

**Open Mess Manager  
Department of the Air Force**

**GS-1101**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

*Undergraduate and Graduate Education:* Major study—hotel management, restaurant management, club management, business administration, accounting, or other fields directly related to the position.

*Specialized Experience (for positions above GS-5):* Experience in the operation and management of a military or civilian club (social or commercial), restaurant, or hotel that involved the management of restaurant facilities or other food service establishment. This experience must have included responsibility or supervision over various phases of operations such as uniform accounting and supply procedures, planning and programming of club activities, and sanitation procedures.

GS-1102

Contracting Series

GS-1102

## INTERAGENCY ADVISORY GROUP

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415

JUNE 10, 1997

MEMORANDUM FOR DIRECTORS OF PERSONNEL

FROM: MARY LOU LINDHOLM (Signed)  
ASSOCIATE DIRECTOR  
FOR EMPLOYMENT

SUBJECT: New Qualification Standard for GS-1102, Contracting Positions

### GS-1102 Qualification Standard

### GS-1102 Qualification Standards Questions & Answers

Attached is a copy of the new qualification standard for the GS-1102, Contracting Series, that has been approved by Director King. This revised standard, which is part of the Administration's acquisition reform effort, is one result of the Federal Acquisition Reform Act (FARA). That Act gave to the Administrator of the Office of Federal Procurement Policy responsibility for establishing qualification requirements for acquisition workforce positions in non-DOD agencies. As you can see from the attachment, the new requirements are generally comparable to those already established for DOD positions in 1990 by the Defense Acquisition Workforce Improvement Act (DAWIA). This new standard does not apply to GS-1102 positions in the Department of Defense, since those positions remained covered by DAWIA.

### **Implementation of the new standard**

The attached standard can be used immediately when filling positions with applicants who are not currently competitive service GS-1102 employees. However, we are providing a 6-month period for full agency implementation of these new requirements when filling positions from the outside, in order to accommodate situations where you may need some additional time. Therefore, agencies should implement the standard as soon as possible, but no later than January 1, 1998. The new standard will be included in the next transmittal to OPM's "Operating Manual: Qualification Standards for General Schedule Positions."

### **Impact of new standard on current GS-1102 employees**

Current employees in GS-1102 positions, and persons hired into GS-1102 positions by January 1, 1998, will be considered to have met minimum qualification requirements for other GS-1102 positions until January 1, 2000. That is, those GS-1102 employees will not have to meet the new educational requirements in the attached standard and can continue to qualify for other GS-1102 positions, including positions at a higher grade and in another agency, by meeting specialized experience requirements. This 2 year special inservice placement provision provides a reasonable opportunity for current GS-1102 employees to acquire the educational background specified in the new standard.

Beginning January 1, 2000, all GS-1102 employees who have continuously incumbered GS-1102 positions since January 1, 1998, or earlier, will be considered to meet the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the new basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. Employees who occupy GS-1102 positions at grades 13, 14, and 15 will also be considered to meet the new standard for other GS-1102 positions at their same grade. However, they will have to meet the new basic requirements in order to qualify for promotion to a higher grade, beginning January 1, 2000. In addition, all employees must meet specialized experience requirements when seeking another position.

IAG Memorandum, June 10, 1997

### Briefing on the new standard

There will be a briefing on these new qualification requirements and how they fit into the bigger picture of acquisition reform on June 16, 1997, from 10 am to 3 pm, in the OPM auditorium at 1900 E St., NW. You should invite your agency's procurement executive and training manager. The agenda will include:

- C Office of Personnel Management Director James B. King
- C Office of Federal Procurement Policy, Administrator, Steven Kelman
- C An OPM discussion of the new GS-1102 qualification standard
- C A panel of DOD acquisition/training/personnel officials, who will discuss the Department of Defense's experience in implementing the changes required by DAWIA
- C A presentation by the Defense Acquisition University and the Federal Acquisition Institute on training and educational resources
- C A presentation by the General Services Administration on how they are implementing FARA
- C A question and answer session

### Qualification Standard for GS-1102, Contracting Positions

JUNE 10, 1997

This is an individual qualification standard that does not apply to Department of Defense positions.

#### Basic Requirements for GS-5 through GS-12

- A. A 4-year course of study leading to a bachelor's degree with a major in any field.

OR

- B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, or a passing score on an examination or examinations considered by the Director, Office of Personnel Management to demonstrate skills, knowledge, or abilities comparable to that of an individual who has completed at least 24 semester hours (or the equivalent) of study in any of these academic disciplines, plus appropriate experience or additional education.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

The following table shows the amounts of education and/or experience required to qualify for positions GS-7 through GS-12 covered by this standard.

GRADE	EDUCATION	OR	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education or law school <i>or</i> superior academic achievement		1 year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education <i>or</i> master's or equivalent graduate degree or LL.B. or J.D.		1 year equivalent to at least GS-7
GS-11	3 full academic years of progressively higher level graduate education <i>or</i> Ph.D. or equivalent doctoral degree		1 year equivalent to at least GS-9

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GRADE	EDUCATION	OR	SPECIALIZED EXPERIENCE
GS-12 and above	None		1 year equivalent to at least next lower grade level
<b>Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.</b>			

Graduate Education. To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

NOTE - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above.

***Basic Requirements for GS-13 and Above***

A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

**AND**

B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management; OR certification by the senior procurement executive of the agency that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience (Any applicant certified under this provision must meet the requirements of either Paragraph A or B for GS-5 through 12 positions); or a passing score on an examination or examinations considered by the Director, Office of Personnel Management to demonstrate skills, knowledge, or abilities comparable to that of an individual who has completed at least 24 semester hours (or the equivalent) of study in any of the academic disciplines listed above.

**SPECIAL INSERVICE PLACEMENT PROVISION**

Current employees in GS-1102 positions, and persons hired into GS-1102 positions by January 1, 1998, will be considered to have met minimum qualification requirements for other GS-1102 positions until January 1, 2000. That is, those GS-1102 employees will not have to meet the new educational requirements in this standard and can continue to qualify for other GS-1102 positions, including positions at a higher grade and in another agency, by meeting specialized experience requirements. This 2 year special inservice placement provision provides a reasonable opportunity for current GS-1102 employees to acquire the educational background specified in the new standard.

Beginning January 1, 2000, all GS-1102 employees who have continuously incumbered GS-1102 positions since January 1, 1998 or earlier, will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the new basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. Employees who occupy GS-1102 positions at grades 13, 14, and 15 will also be considered to meet the new standard for other GS-1102 positions at their same grade, including positions at other agencies. However, they will have to meet the new basic requirements in order to qualify for promotion to a higher grade, beginning January 1, 2000. In addition, all employees must meet specialized experience requirements when seeking another position.

Attachment to IAG Memorandum, June 10, 1997

**GS-1103                      Industrial Property Management Series                      GS-1103**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—business administration, accounting, law, marketing, statistics, production management, industrial management, or other fields related to the position.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided an understanding of general business and/or industrial practices, and that demonstrated the ability to deal satisfactorily with others. Such experience may have been gained in purchasing (contracting), accounting/auditing, logistics, maintenance, production (manufacturing), property utilization, marketing, industrial planning, storage or supply management, legal, financial, engineering, quality assurance, inventory control, data processing, inspection of material, or similar activities. Journey level experience in a trade or craft that provided knowledge of industrial operations and practices related to control of property is also qualifying. Successful completion of a formal training program in fields related to the position to be filled may also provide evidence of the required knowledge and skills.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated:

- Skill in developing, implementing, administering, evaluating, monitoring, or coordinating programs, policies, regulations, and procedures concerned with the management, control, utilization, or disposition of personal or industrial property;
- Knowledge of the values and uses of property items, merchandising methods, marketing techniques and outlets, or general trade practices related to the disposition of property; and/or the ability to understand and evaluate business practices relating to the acquisition, control, use, consumption, maintenance, and preservation of property;
- Working knowledge of equipment, machinery, tools, materials, or other items of personal or real property;
- Knowledge of government sales policies, regulations, and methods; and
- Knowledge of contract provisions, and ability to interpret and apply contract clauses and government procurement regulations.

**GS-1104                      Property Disposal Series                      GS-1104**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1105                      Purchasing Series                      GS-1105**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-1106**

**Procurement Clerical and Technician Series**

**GS-1106**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-1107      Property Disposal Clerical and Technician Series      GS-1107**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-1130      Public Utilities Specialist Series      GS-1130**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1140      Trade Specialist Series      GS-1140**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions." Separate individual occupational requirements have been established for International Trade Specialist positions with the Department of Commerce, International Trade Administration.*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—marketing, business administration, political science, public administration, history, business or commercial law, economics, finance, international trade, or international relations.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided an understanding of the principles of merchandising, market research, sales promotion, and advertising, and similar aspects of the distribution of goods and services.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated knowledge of:

- Marketing that included economic, psychological, and sociological influences bearing upon consumption patterns;
- Business practices pertaining to wholesale, retail, manufacturers' distribution, distribution costs, finance and tax structure, and similar areas of activity or concern; and
- For International Trade Specialist positions (other than those covered by the separate individual occupational requirements for the Department of Commerce, International Trade Administration), international economic and political factors influencing balance of payments, monetary exchange and tariffs, and their bearing on the distribution of commodities.

Examples of qualifying specialized experience include:

- Promotional work with trade associations or Chambers of Commerce.
- Export-import management, sales promotion, and advertising.
- Investment analysis.
- International relations work in the commercial field.
- Area economics development planning.
- Foreign trade documentation and forwarding activities.
- Work with international insurance companies.

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- Teaching college-level courses in the fields listed above under "*Undergraduate and Graduate Education.*"



**GS-1140**

**International Trade Specialist  
Department of Commerce  
International Trade Administration**

**GS-1140**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate Education:* Major study—business administration, textile and apparel studies, political science, economics, marketing, international trade, international business, international affairs, international relations, international economics, or other related fields of study.

*Graduate Education:* Major study—international business, international trade, international economics, international affairs, or international relations.

**OR**

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that demonstrated a basic knowledge and under-standing of the commercial movement of goods and services, including the processes of international commerce; underlying financial and tariff structures; the promotion and facilitation of exporting; foreign market research and development; import/export laws and controls; or related activities.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated the application of knowledge of international economic and political factors influencing the flow of goods and services between countries; the impact of government policies and regulations, business conditions, and market structures on international competitiveness; or of problems and techniques relating to the sales and marketing of goods and services in world markets.

The following examples of qualifying specialized experience represent a range of experience from the GS-7 through GS-15 grade levels:

- Providing guidance and assistance to businesses involved in, or seeking involvement in, export of goods and services to foreign countries when the work applied understanding of economic (exchange rate, duties, and subsidies), business (role of goods involved in partners economies, competitiveness of U.S. products, foreign market potentials), and geo-political considerations impacting movement of goods and services internationally. Business export or trade assistance based only upon knowledge of administrative processes (e.g., licensing, customs documentation, documentation of government-controlled issues, etc.) would not be qualifying.
- Engaging in international marketing or performing international market research when such activity required identifying foreign sales opportunities, adapting export promotion techniques or products to conditions in foreign markets, or designing strategies for overcoming competition or market entry barriers in overseas markets.
- Analysis and interpretation of international trade issues, conditions, or events in support of decision-making, policy formulation, or program development activities of government or industry executives concerned with the U.S. position in world trade.

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- Analysis of foreign market characteristics, domestic industry conditions, and trade patterns in specific commodities to support negotiation and/or administration of bilateral or multilateral international trade agreements.
- Development and substantive analysis of international trade data and information when the *primary* purpose of, and knowledge applied to, such work involved financial, business, or geopolitical parameters of international commerce.

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## **GS-1140 International Trade Specialist (Continued)**

### **Department of Commerce, International Trade Administration**

- Monitoring, investigation, and analysis of import/export data and information to document adherence by U.S. trading partners to trade agreements, tariff provisions, court-ordered import limitations, or other established import controls.
- Assisting State or local governments, chambers of commerce, or trade associations in trade promotion activities.

## **GS-1144**

## **Commissary Store Management Series**

## **GS-1144**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

### **EDUCATION**

*Undergraduate and Graduate Education:* Major study—business administration, public administration, agricultural economics (food industry management), or other fields related to the position. For positions at the full performance level, the education must have equipped the applicant with the knowledge and ability to perform the work of the position. This would be evidenced by on-the-job training in food retail management or an internship or practicum in food retail management.

**OR**

### **EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided an understanding of the basic principles of any of the following: merchandising, market research, sales promotion/advertising, or the accounting, administration, and/or distribution of goods and services. Such experience may have been gained in storeworker, sales, clerical, or related work that demonstrated a familiarity with food retail operations and the ability to perform the duties of the position to be filled.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated knowledge of retail procurement and distribution methods; principles, procedures, and techniques of retail food merchandising and retail food store management; and developments in commercial retail food store items, equipment, and practices. Examples of qualifying specialized experience include:

- Managing a commissary store, supermarket, or similar type of commercial retail food store.
- Managing a department in a retail food store.
- Planning, standardizing, or controlling operations in an assigned group of retail food stores.
- Developing, interpreting, or applying policies, procedures, and operating standards for use in a retail food store.
- Providing technical advice on merchandising and operational matters pertaining to grocery, meats, and produce supplies, as well as front-end operations.

**GS-1145**

**Agricultural Program Specialist Series**

**GS-1145**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate Education:* Major study—economics, agricultural economics, marketing, business administration, animal or poultry science/husbandry, agronomy, soil science, or related curricula dealing with the production and distribution of farm products.

*Graduate Education:* Major study—dairy science, agricultural marketing, domestic agricultural development, farm management, agronomy, or other agricultural specialty areas.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience related to the production and marketing of agricultural commodities.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated:

- Knowledge of the laws and regulations governing agricultural stabilization and conservation programs and of the particular application of national policies and objectives at the State level;
- Understanding of farming practices and customs in the United States, and of the economic needs of farm communities at the State level;
- Knowledge of current State and Federal agricultural trends; and
- Ability to establish and maintain effective relationships with representatives of public and private organizations, farmers' associations, and others, and to interpret regulations, programs, and policies affecting them.

Examples of qualifying specialized experience include:

- Agricultural extension work as a subject-matter specialist, county agent, or assistant or associate county agent.
- Teacher of vocational agriculture.
- District director, State program specialist, or county office employee performing duties in the operational phases of farm programs such as production adjustment, price support, and conservation.
- Experience at the county, district, or State government levels in the operational phases of farm programs of the type carried out through such agencies as the Soil Conservation Service, Farmers Home Administration, or related programs.

**GS-1146**

**Agricultural Marketing Series**

**GS-1146**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions." Positions for which individual occupational requirements have been established are identified separately.*

**GS-1146**

**Grain Marketing Specialist  
Department of Agriculture**

**GS-1146**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—marketing, economics, business administration, agriculture, agricultural economics, agricultural business, accounting, statistics, mathematics, commerce, transportation, food processing, horticulture, botany, agronomy, or other related fields.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions:* Experience that provided one of the following:

- A general knowledge of the distribution, methods, or practices of marketing agricultural commodities; or
- The ability to understand and apply mathematical or statistical methods, techniques, or procedures, including preparation of reports, tables, manuals, etc.; and to analyze economic data, prepare interpretive reports, or provide advice and consultation on economic methods; or
- The ability to apply the basic principles of agricultural or biological sciences, chemistry or physics, food or textile technology; or other appropriate engineering or physical sciences or technological subjects.

*Specialized Experience (for positions above GS-5):* Experience must have demonstrated:

- Specialized and intensive knowledge of one or more aspects of grain marketing; one or more grain/grain products; or one or more statutory provisions relating to the marketing of grain products; *and*
- Practical knowledge of the broad range of grain and/or grain products marketing functions and activities, such as assembling, processing, distribution, regulation, inspection, standardizing, storage, transportation, financing, risk bearing, merchandising, etc.

Examples of qualifying specialized experience include:

- Merchandising or marketing grain or grain products.
- Developing, surveying, and promoting markets for U.S. grain or grain products in foreign areas.
- Insuring compliance with laws and regulations relating to grain and/or grain products.
- Improving marketing facilities, equipment, packaging, handling, work methods, and/or transportation for grain and/or grain products.
- Developing, administering, or supervising food distribution programs designed to increase the efficiency of production and marketing.

**GS-1147**

**Agricultural Market Reporting Series**

**GS-1147**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1150**

**Industrial Specialist Series**

**GS-1150**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—business administration, industrial management, engineering, applied sciences, or other fields related to the position.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience in administrative, technical, or trades work that provided (1) a general understanding of industrial production operations, (2) ability to express clearly, orally or in writing, ideas and information concerning technical subjects, (3) skill in personal contacts that involved coordinating assignments with other interested persons and activities, furnishing information and assistance, and (4) ability to analyze the effectiveness of production practices.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated a practical knowledge of the methods, materials, machinery, and facilities used in industrial production operations (which may include exploration, extraction, refining, manufacturing, or processing). This knowledge may have been gained in work such as:

- Management or supervision of production operations.
- Industrial planning, industrial engineering, or plant engineering, involving determination of facilities and layout.
- Process or methods development involving production practices associated with chemical, mechanical, electronic, textile, or food industries.
- Development of specifications to define product requirements.
- Sales engineering or buying that required a comprehensive knowledge of production operations.
- Planning and administering industrial quality control and inspection systems and programs.
- Comprehensive survey and analysis of industrial operations, organization, capacity, etc.
- Interpreting and applying contract clauses and government acquisition regulations.
- Development of plans to determine material requirements and/or schedules for production management.

**GS-1152**

**Production Control Series**

**GS-1152**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-1160**

**Financial Analysis Series**

**GS-1160**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that required gathering and analyzing facts and figures, and presenting the information or conclusions in clear oral and written language; or that provided a knowledge of the principles of financial analysis or of insurance laws, such as contract, property, life, casualty, or marine insurance.

*Specialized Experience (for positions above GS-5):* Experience such as performing financial analysis and evaluation work requiring a comprehensive knowledge of (1) corporate finance and any specialized fields of finance required such as public finance, securities, international finance, money and securities markets, investments, and banking, and (2) the financial and management structure, operations, and practices of corporate and other organizations.

**GS-1161**

**Crop Insurance Administration Series**

**GS-1161**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—agricultural economics, agronomy, agricultural management, soil science, or other directly related fields.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided:

- General knowledge of crops, farming practices, agricultural market trends, and natural crop hazards;
- Ability to communicate persuasively; and
- Ability to plan and organize work.

The above knowledge and abilities may have been gained in work such as:

- Operating or managing a farm or processing plant.
- Performing farm work.
- Selling farm equipment and supplies or commercial insurance to farmers, or other sales or marketing work that provided the required knowledge and abilities.
- Agricultural or other related promotional work of Federal or State agricultural agencies, farm management services, or national farm organizations.

*Specialized Experience (for positions above GS-5):*

**Crop Insurance Field Representative positions**—experience that demonstrated (1) a detailed knowledge of crops, farming practices, agricultural market trends, and crop hazards within a specific area, and (2) a knowledge of basic crop insurance procedures and practices.

**Crop Insurance Specialist positions**—experience that demonstrated (1) a broad knowledge of crops, farming practices, and crop hazards, (2) a knowledge of crop insurance policies, procedures, and operations, and (3) the ability to plan, direct, or coordinate a crop insurance program in an assigned area.

Examples of qualifying specialized experience include:

- Organizing and coordinating the work of groups of employees or sales agents engaged in the sales and servicing of crop insurance contracts.
- Participating in planning and directing a crop insurance program in an assigned area.
- Managing a commercial insurance office, including recruitment, training, and direction of insurance salespersons.
- Planning and directing a governmental or private program dealing with economic concerns and activities of an agricultural community.
- Managing agricultural processing or warehouse facilities that deal directly with farmers.
- Managing agricultural promotional or advisory work as an employee of a Federal or State agricultural agency, farm management service, or national farm organization.



**GS-1162**

**Crop Insurance Underwriting Series**

**GS-1162**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—agronomy, soil sciences, agricultural economics, agricultural management, horticulture, or other closely related fields of agriculture that included or was supplemented by at least 24 semester hours of agriculture-related course work.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided a knowledge of crops, soils, topography, pesticides, herbicides, farming practices and techniques, farm management, agricultural marketing practices, and other agriculture-related principles, methods, and practices.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated a thorough understanding of the agricultural concepts, principles, and practices underlying crop insurance underwriting and how the principles are applied in farm production and farm management. Examples of qualifying specialized experience include:

- Work that required the use of techniques, principles, and methods from a variety of agricultural fields.
- Management of an insurance program, such as a Federal crop insurance program, or comparable non-Federal crop insurance program.
- Actuarial work related to crop insurance programs.
- Work in specialized fields such as soil science, agronomy, agricultural science, agricultural economics, agricultural management, or other agriculture-related work.

**GS-1163**

**Insurance Examining Series**

**GS-1163**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that required gathering and analyzing facts and figures, and presenting information or conclusions in clear oral and written language; or that provided a knowledge of the principles of financial analysis or insurance laws, such as contract, property, life, casualty, or marine insurance.

*Specialized Experience (for positions above GS-5):* Experience applying laws, regulations, and administrative rulings in the performance of such work as determining the kind and amount of

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insurance necessary to protect the security of government or comparable business loans and the interest of the borrower under loan programs; determining the ability of motor carriers to qualify as self-insurers; analyzing rates and risk classifications to determine their reasonableness; experience in insurance specialties such as casualty or marine; performing pension cost reviews; or similar duties.

**GS-1165**

**Loan Specialist Series**

**GS-1165**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that required gathering and analyzing facts and figures, and presenting the information or conclusions in clear oral and written language; or that provided a knowledge of the principles of financial analysis or of insurance laws, such as contract, property, life, casualty, or marine insurance.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated competence in agricultural, commercial, realty, or other types of loans. Experience may have been gained in such work as reviewing and passing upon applications for agricultural, commercial, bank or mortgage loans; servicing a loan portfolio of a bank or other loan association; performing financial analysis of commercial concerns for investment purposes; appraising real estate to determine property valuation; or similar work.

**GS-1169**

**Internal Revenue Officer Series**

**GS-1169**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

*General Experience (for GS-5 positions):* Experience that provided a general knowledge and understanding of business and financial practices, and that demonstrated the ability to deal effectively with others. Experience may have been gained in work such as financial, accounting, purchasing, merchandising, investigative, civil or criminal law enforcement, data processing, or similar activities in commercial or government enterprises. It also may have been gained in work that provided a knowledge of credit operations and practices related to the collection of delinquent accounts.

*Specialized Experience:*

*For GS-7:* Experience that demonstrated one or more of the following:

- Knowledge of business organization and commercial practices.
- Knowledge of investigative techniques and methods, and the ability to apply such techniques to the analysis of business and financial matters.
- Practical knowledge of business law, including laws governing fraudulent transfers, secured and unsecured debts, negotiable instruments, business corporations, and survivorship rights and titling instruments.
- Knowledge of delinquent loan collection processes and techniques.
- Working knowledge of accounting principles and practices.
- Knowledge of the Internal Revenue Code and related Federal tax regulations and procedures.

*For GS-9 and above:* Experience that demonstrated knowledge of the Internal Revenue Code and related enforcement and collection regulations and procedures. Experience may have been gained in work such as:

- Collecting delinquent Federal taxes and securing delinquent returns.
- Conducting investigations of alleged criminal violations of Federal tax statutes and making recommendations for criminal prosecutions and civil penalties.
- Performing internal audit, administrative, or management duties directly related to the collection of Federal taxes.
- Furnishing taxpayer assistance and information to the general public or determining, redetermining, or advising of liability for Federal taxes where the applicant was required to apply a comprehensive knowledge of the Internal Revenue Code and related regulations and procedures pertaining to income, estate, gift, employment, or excise taxes.

**CPA CERTIFICATE OR BAR MEMBERSHIP**

A certificate as a Certified Public Accountant (CPA) obtained through written examination or membership in the bar in a State, territory, or the District of Columbia meets the requirements for GS-5. Applicants with CPA certificates or bar membership may also qualify for higher levels based on their education and/or experience.

**PERSONAL QUALITIES**

Appointment is contingent upon a satisfactory report of background investigation, including a tax audit, conducted when and as may be necessary under the security requirements of the Internal Revenue Service.

**GS-1170** **Realty Series** **GS-1170**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1171** **Appraising Series** **GS-1171**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1173** **Housing Management Series** **GS-1173**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1176** **Building Management Series** **GS-1176**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1199** **Business and Industry Student Trainee Series** **GS-1199**

*Use the "Group Coverage Qualification Standard for Competitive Service Student Trainee Positions," as appropriate to the appointing authority used.*

**GS-1202** **Patent Technician Series** **GS-1202**

*Use the "Group Coverage Qualification Standard for Technical and Medical Support Positions."*

**GS-1210** **Copyright Series** **GS-1210**

*There is no OPM qualification standard for positions in this series. These positions are in the excepted service, and the qualification requirements for them are established by the employing agency.*

**GS-1211** **Copyright Technician Series** **GS-1211**

*There is no OPM qualification standard for positions in this series. These positions are in the excepted service, and the qualification requirements for them are established by the employing agency.*

**GS-1220** **Patent Administration Series** **GS-1220**

*There is no OPM qualification standard for positions in this series. If a standard is needed to fill these positions, the employing agency should contact OPM for assistance.*